

BY ORDER OF THE COMMANDER

**COLLEGE FOR ENLISTED PME INSTRUCTION 91-101
1 AUGUST 2003**

Safety

UNIT SAFETY POLICY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The purpose of this instruction is to establish unit policy and procedures for an effective mishap prevention program. It applies to all personnel assigned to the College for Enlisted PME (CEPME) and its subordinate units.

SUMMARY OF REVISIONS

This instruction is moderately revised since the last publication and need to be reviewed thoroughly for compliance and understanding.

1. Responsibilities.

1.1. The CEPME commander is directly responsible for the implementation and maintenance of an effective and comprehensive mishap prevention program for CEPME personnel.

1.2. To ensure the effectiveness of the program, a USR and alternate USR will be appointed to monitor and advise the commander on all matters pertaining to mishap prevention. The commander may identify other individuals as necessary to facilitate the smooth operation of the mishap prevention program.

1.3. The commander will review all documentation of mishaps concerning CEPME staff personnel. In the absence of the commander or upon request, the vice commandant, CEPME, will act on behalf of the commander on all matters concerning the mishap prevention program.

1.4. The USR will assist the commander in establishing and maintaining an effective mishap prevention program that is integrated into all unit activities. This includes but is not limited to ensuring that the unit

mishap prevention program meets or exceeds the minimum requirements of applicable Air Force instructions, regulations, and policies. The CEPME USR will also disseminate safety related information throughout CEPME and its affiliated schools i.e. trend analysis, AETC and CEPME/CC high interest items, mishap information, etc.

1.5. Commandants, Senior NCO Academy (SNCOA) and NCO Academies (NCOA) will appoint a USR and ensure all personnel know the correct local mishap reporting procedures. Further, they will keep the CEPME commander apprised of staff members who are hospitalized or placed on quarters due to a mishap. Finally, Commandants will report USR personnel changes to the CEPME USR.

1.6. Directors, team chiefs, division chiefs, and supervisors will adhere to the following:

1.7. Ensure personnel under their supervision receive job safety, fire prevention, Operations Risk Management (ORM) and occupational safety and health training. This training will be properly documented on AF Form 55, Employee Safety and Health Record or other applicable forms.

1.7.1. Use current local safety advisories or other safety information to give a monthly safety briefing (supervisor chooses the topic) and document this briefing on AETC Form 703, Log of Supervisor's Safety Briefings or other applicable form.

1.7.2. Follow local mishap reporting procedures involving personal injury (student and faculty) to the local Safety Office and to the CEPME USR. Students will report mishaps to their instructor. This includes all mishaps resulting in injury or impaired health regardless of whether these mishaps occurred on or off duty.

1.8. All personnel will notify their local USR or the facility manager of any observed safety hazards or call the local Base Safety Office as soon as possible.

1.9. The USR will conduct ground safety inspections as required, and provide personnel safety briefings as required locally. Follow locally developed/host wing USR Checklist.

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Commander